

FUNDING GUIDANCE NOTES

Thank you for your interest in the Isle of Man Arts Council's funding schemes. These schemes are designed to enable the Manx public to engage and participate in arts activities and to help artists, either individually or as a group.

These guidance notes will provide you with all you need to know when applying to the Isle of Man Arts Council for a grant, bursary or underwriting. Please read them carefully before completing your application. If you have any questions please contact the Arts Office by telephoning 01624 694598 or emailing iomartscouncil@gov.im.

Our aims

The National Development Strategy for Culture and Arts 2017-2027 can be accessed on our website here <http://www.iomarts.com/what-we-do/arts-council-strategy/>

Applicants should make every effort to demonstrate how their activity or project will contribute to the aims and actions of the strategy. Priority will be given to those applications which clearly benefit the existing aims of the Arts Council. If you need assistance with this element of your application please contact the Arts Office to discuss.

Who can apply?

Funding is available for individuals, organisations and groups involved in the arts in either amateur or professional capacities.

What we do not fund

- Activities that are not arts-related
- Events where any of the proceeds are donated to charity
- We do not grant financial support retrospectively
- We do not normally fund applications from individuals or organisations not resident in the Isle of Man, unless it is ultimately of benefit to the Manx public or promotes Manx arts and culture internationally

What should I apply for?

Bursaries: Bursaries are available for groups and individuals travelling to participate in arts events

Student bursaries: Student bursaries of up to £2,500 are available for those seeking to study the arts off-island.

Underwriting: Underwriting (a guarantee against loss) is available for amateur and professional events where the organisation managing the event may not be able to cover all costs themselves.

Grants: Grants are available for projects and requirements not covered by either of the above schemes, eg the purchase of equipment, rental on artists' studios, etc.

Arts venues and organisations

(this includes amateur dramatics societies applying for the Gaiety Theatre subsidy)

If you are an arts venue or major organisation seeking over £10,000 on an annual basis you will be expected to supply the following in addition to your application form:

1. A business plan and/or financial forecast for at least the following twelve months
2. A proposed programme of work/events/activity for the twelve months for which you are applying for funding for, including any work which you have carried out which substantiates the demand for your programme of work
3. Audited accounts for the previous financial year

Please also tell us about -

Audiences

How you will develop your audiences and those taking part on your activities, how you will reach your audiences and maintain your relationship with them and how you will depend your engagement with them.

Strategic partners and collaboration

Any strategic partnerships and collaborative opportunities that you are involved in or would like to develop during the funding period and how these would strengthen your work and add value to Arts Council aims.

Change, sustainability and resilience

Any plans to implement change or development and how this will contribute to the sustainability, consolidation or resilience of your organisation.

How to apply

Read these notes carefully. They will help you prepare your application and answer some common questions.

Complete an application form. This gives us information about you and what you are applying for. Application forms can be downloaded from our website at www.iomarts.com or you can request a hard copy by telephoning (01624) 694598 or emailing iomartscouncil@gov.im. Please note there are different application forms depending on the type of event/activity for which you require support. If you are unsure which form to use, please telephone to discuss your requirements. Take care that your application is properly completed, signed and dated before submittal. Incomplete forms will be returned to you and this may cause you to miss the deadline for the appropriate Council meeting. Funding will not be awarded retrospectively.

Include any relevant extra information. Depending on the type of activity you would like us to support, you may also need to include additional information. If you are applying for underwriting we require a full set of your most recent audited accounts, if available – if unavailable, please phone the office on 01624 694598 to discuss. For most bursary or grant applications two references from people familiar with the quality of your work are required as part of your application. In addition, the Arts Council welcomes any materials or information that you feel would further support your application.

Send your completed and signed application to:

Isabella Hawke
Isle of Man Arts Council
Department of Education and Children
Hamilton House
Peel Road
Douglas Isle of Man IM1 5EZ

You can submit your application electronically to **Isabella.hawke2@gov.im**

When to apply

The Arts Council will not fund events retrospectively. The Arts Council consider funding on a quarterly basis. A schedule of funding meetings can be found on our website at www.iomarts.com or telephone 01624 694598. If your application arrives after the deadline it will be considered at the following Arts Council funding meeting provided this is not after the date of your planned project's commencement. You should try to apply at least two months before the date of your event to allow sufficient time for Arts Council to be credited on any publicity materials and press releases, etc.

The event or activity for which you require financial support should take place within the same financial year in which you make your application (financial year runs from 1st April to 31st March). Applications for subsequent financial years will be considered but can only be approved in principle.

You can make more than one application in a year, but priority may be given to applicants who have not already received funding in that year.

What happens if my application is successful?

If you are awarded financial support you will be contacted by telephone, email and/or letter. Standard conditions apply to all awards; please see individual application forms. Further additional conditions may be placed on funding granted. The Arts Council reserves the right to use funding recipients' reports and photographs in its annual strategy review, forum, or for any other appropriate event or publication.

What happens if my application is unsuccessful?

We will contact you to inform you of the decision and explain why the application was unsuccessful. We do not have an appeals process but you may apply again. However, we strongly recommend you bear in mind any advice we may have given you regarding why your previous application was denied.

Applications we solicit

We may seek applications to help us achieve specific aims. However, we will assess these applications in the same way as any other.

Arts Council Disclosure:

Details of your application may be shared with:

Department of Education, Sport and Culture
Culture Vannin
Manx Lottery Trust

Details taken from your application and End of Project Form will also feature as statistics in our quarterly Engagement reports and the 2018/2019 Arts Council Annual Report.

Should you be successful in gaining funding from the Arts Council details of your project/event and your financial award will be posted on our website (individual/organisation will take the place of your name)

Arts Engagement: As part of the funding process you will be required to submit copies of high resolution pictures of your event/project for our website and social media pages. This in turn will help to promote you(r) as an artist/event.